Nashua Community College

505 Amherst Street
Nashua, NH 03063
Phone (603) 578-8900 Fax (603) 883-1636
NCCRegistrar@ccsnh.edu

Please Check One:
Matriculated ☐
Non-Matriculated ☐

TERM: _____

DROP / ADD FORM

(Complete all items. Please print clearly and sign in ink at bottom.)

A_____ _____
STUDENT ID # LAST NAME FIRST NAME MIDDLE INITIAL

ADD:

CRN	Subj / Number	Course Title	Instructor Signature:

Prior to 60% of the semester, grade issued is "W". After 60% of the semester, instructor will assign one of the following grades based on student's current status: WP for passing or WF for failing at time of withdrawal.

DROP:

CRN	Subj / Number	Course Title	Grade if applicable	Instructor Signature:

NCC WITHDRAWAL SURVEY

Please use the following link to share feedback on the course(s) you're withdrawing from:
https://survey.alchemer.com/s3/6246676/NCC-Withdrawal-Survey

Please Note -- You must fulfill your financial obligation two (2) weeks before the beginning of the semester or you may be in jeopardy of being deregistered from your classes.

Financial Obligation Statement -- I agree that by registering for courses within the Community College System of New Hampshire (CCSNH), I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I agree that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significant costs to my account balance.

Credit Course Refund Policy -- Students who officially withdraw from NCC or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the alternative semester to withdraw for a full refund. If the seventh (7th) or fourteenth (14th) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. **Exception:** students in courses that meet for two (2) weeks or fewer must drop by the end of the first (1st) day of the class in order to get a 100% refund.

Non-Credit Course Refund Policy -- Students registered for workshops through the Division of Continuing Education or Business & Industry must withdraw in writing at least three (3) days prior to the first workshop session to receive a full refund of tuition and fees.

Registrations will **NOT** be processed if you have an outstanding obligation to NCC. Upon registration, you are enrolled unless otherwise notified. No confirmation will be mailed. Classes are subject to change. Students need to check the NCC website (www.nashuacc.edu) under the Student Information System (SIS) for their classroom location(s), schedule, grades, financial aid information, student email account, etc.

Students can register or drop courses without an advisor's signature but are responsible for taking courses within their program of study and meet graduation requirements.

☐**THE COURSE DROP IS NOT OFFICIAL UNTIL THIS COMPLETED FORM IS RETURNED TO THE REGISTRAR'S OFFICE BY THE STUDENT**

Student Signature: _____ **Advisor Signature:** _____

Parental / Guardian Signature: _____ **(For students under the age of 18 only)**

The Community College System of New Hampshire (CCSNH) uses electronic signatures and records in place of traditional ones whenever possible. You will conduct business electronically with CCSNH using a computer with a supported operating system and internet browser, sufficient electronic storage capacity, a printer and your official CCSNH email account. By logging into CCSNH systems, including but not limited to Banner SIS and Canvas, you are opting to conduct electronic transactions with the Community College System and consenting to receive written notices electronically, including those involving financial obligations, and you are acknowledging that CCSNH can use electronic mechanisms alone to convey critical information related to your admission, financial aid, payment plan, student account, transcript information, registration and other activities and accounts you may undertake or have as a student at CCSNH. You have a right to request a paper copy of an electronic record. You may withdraw your consent at any time by contacting Student Services. If you decide to withdraw your consent, however, you may be prevented from registering for classes.

FOR OFFICE USE ONLY: Date: _____ Entered By: _____

Revised: 07/21 RR